

CALIFORNIA DEPARTMENT OF TRANSPORTATION DUTY STATEMENT

CLASSIFICATION TITLE Caltrans Equipment Operator II	DISTRICT/DIVISION/OFFICE 04 / Maintenance/Specialty Region	
WORKING TITLE Caltrans Equipment Operator II - Sign Crew	POSITION NUMBER 904-760-6286	EFFECTIVE DATE 12/12/2013

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or appropriate designee, and lead guidance from a Caltrans Highway Maintenance Leadworker, the incumbent works with a crew in the repair, installation, removal, and cleaning of ground mounted and overhead signs. Class A driver license with tank endorsement is required. Will perform heavy manual labor including handling and lifting sign posts, signs and sand; as well as maintenance and operation of vehicles and equipment used by the crew. Must have knowledge of basic safe work practices and the provisions of the California Vehicle Code applying to the operation of vehicles, servicing, minor adjustments and emergency repairs to equipment. Occasionally may be mandated to work out of town on 'per diem'. Incumbent will also be working with other crews when needed, which includes other Specialty Region units.

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)¹

Job Description

- 60% (E) Repair, install, remove and clean ground mounted and overhead signs on state highways and facilities; using blueprints and installation orders. Work on catwalks of overhead signs and use personnel hoist to clean graffiti and for plate cover installations. Includes handling and lifting sign posts, signs and sand; using hand and power tools. Operate various equipment used by the crew including personnel hoists, 2 & 3 axle digger derricks, telescoping & articulated sign bodies, and forklifts.
- 20% (E) Prepare equipment for use in performing assigned tasks, including preventative maintenance and minor repair. Prepare materials such as treated sign posts, laminated box beam sign posts, assembled signs, and graffiti-removal products for use by the crew.
- 15% (E) Assist other crews such as Raised Marker, Pavement, and Culvert crews. Perform traffic control including setting and retrieving traffic cone, signs and barriers. Clean and maintain job site and yard.

5% (M) Attend training, keep personnel records, and keep work equipment/ tools clean.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise, but may cover for the leadworker during temporary absences.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Materials, methods, and equipment used in sign repair, cleaning and installation. Ability to read and use blue prints and installation orders. Knowledge of safety practices and traffic regulations, operations, and care of equipment. Must have knowledge of traffic control and lane closures. Must be able to respond to emergency situations and use sound judgment. Must have the ability to communicate clearly and follow simple written and verbal directions. Class A drivers license with Tank endorsement is required.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in judgment and decision making could affect public safety or result in tort liability for the department. Poor decisions could also create an unsafe work environment for employees involved in the project and may result in equipment failure or damage.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants, and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical: Must be physically capable of utilizing writing instruments, hand tools, manual and power digging tools. May be required to bend, stoop, twist, power grasp, use fine manipulation, stand, kneel, sit, squat, lift, and pull during performance of assigned tasks. Must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive reasoning to provide an end product that is safe and usable.

Emotional: Must have the capacity for stable and reasonable interaction with supervisors, fellow workers, and the general public during the performance of their duties.

WORK ENVIRONMENT

Work outdoors on and along state highways sometimes in inclement weather conditions and hectic traffic conditions. Required to work above ground on overhead sign catwalks and in personnel hoists.

Position requires seasonal travel to remote areas within the Region and State. May work irregular shifts, nights, weekends as required. Occasionally may be mandated to travel and work out of town on 'per diem'.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____